

WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
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To: Food Stamp Handbook Holders

From: Joe Stafford, Director
Office of Nutrition Services and Program Integrity

RE: **FS Handbook Release 01-04**

DATE: November 1, 2001

EFFECTIVE DATE

Release and effective dates are on each page in the upper left-hand corner. The 1st is the release date, the 2nd is the effective date. In general, the release and effective dates are the same. The second line shows the release number.

Implement the instructions at application, review, and change, or, if you wish, earlier. The following policy additions or changes are effective 11/01/01, unless otherwise noted.

CHANGES

Note: This will be the last paper release of the FS Handbook. An Operations Memo with the internet address and instructions for the online food stamp handbook will be issued when the site is complete.

According to the IM contract, "Internet connectivity is required for all case workers, the County's CARES coordinator and the County's policy coordinator." For those that don't have access to the internet at their workstation, the online handbook will be available in Adobe Acrobat's pdf format. A link to the pdf is found on the site. It can be printed or distributed electronically to staff workstations.

The following changes are in this release:

Unit Overview	The definition of a mixed categorical group was corrected under the <i>FS Group</i> paragraph. Also, references to the vehicle unit were deleted in the <i>Assets</i> and <i>Asset Test</i> paragraphs.
Individual Unit	Question 24 was corrected by removing "1/2 time." A student need not provide a minimum of half time care to a dependent household member anymore.
Food Group Unit	Milwaukee Jobs Initiative was removed as a TANF funded source that confers categorical eligibility in question 9. Workforce Attachment and Advancement (WAA) was added to the list effective 07/01/01.
Introductory Financial Unit	A reference to the vehicle unit was deleted in question 2.
Dependent Care Unit	This unit was updated to reflect current policy for deeming dependent care costs billed to or paid by ineligible food unit members. Question 6 was re-written, question 7 was added, and the remaining questions were re-numbered.
Shelter and Utilities Computation Unit	Question 19 was updated to reflect the new shelter maximum of \$354. This new amount is effective 10-01-01. The handbook was not updated with an interim shelter maximum amount of \$340 which was effective from 03/01/01 through

09/30/01.

- Allotments Unit The amount for allotment increases for subsequent FS group members increased to \$102 in Question 3.
- Question 11 was updated to mention that even though we generally don't issue FS in coupons anymore, we still don't issue allotments of \$1, \$3, or \$5.
- 1.3.1 Milwaukee Jobs Initiative (MJl) and Employment Skills Advancement Program (ESAP) are no longer TANF funded programs that confer categorical eligibility. MJl ended 06/30/01. ESAP ended 09/30/01. Workforce Attachment and Advancement (WAA) was added to the list effective 07/01/01.
- 1.3.2 The policy was clarified to state that FS AGs which contain an SSI recipient should not be tested against the gross income test.
- 1.6.0 Food stamp groups that contain an elderly or disabled member do not need to pass the gross income test. This is not new, but was never placed in the appendix. It was added in this section regarding the elderly and disabled.
- 1.6.1 A typo was corrected.
- 2.3.0 **Old Policy:** When residents of a CBRF have room, meals, or medical costs combined and they can't be separated, allow as a deduction the costs in excess of the maximum FS allotment for one person.
- New Policy:** When residents of a CBRF have room and meals combined, allow the costs in excess of the maximum FS allotment for one person. When residents of a CBRF have medical expenses combined with either room or meals and the costs can't be separated, no deduction is allowed.
- 8.8.2 **Old Policy:** ABAWD individuals must be FSET sanctioned and meet all other conditions for an ABAWD strike before receiving an ABAWD strike.
- New Policy:** ABAWD individuals need not be FSET sanctioned to receive an ABAWD strike. All other criteria in section 8.8.2 must continue to be met for an ABAWD strike to be imposed.
- 8.8.2 #5 This paragraph on work and work experience requirements for ABAWDS was clarified.
- 11.4.6 This section on retirement funds was re-written to make the policy on Keogh plans more clear. There was no change in policy.
- 11.5.4 The word "not" was inadvertently left out of the first paragraph of this section. When referring to unavailable assets the paragraph should say "A transfer of these assets is NOT a divestment." Also, the word "household" under #4 is incorrect. It was replaced with "food unit."
- 11.5.5 The example for determining a divestment period of ineligibility was updated since vehicles are exempt.
- 12.2.13.1 Clarification has been made on the VISTA and AmeriCorps programs. These are two separate programs. Only VISTA income should be excluded under this section, and only if the individual was receiving FS before becoming a VISTA volunteer. A reference to Americorps*VISTA was deleted.
- 12.2.21 #30 Tribal payments to the Bois Forte Band of Chippewa under 25 USCS 1407 are exempt. This is a one time payment of about \$550.
- 12.3.1.2 A reference to a 3-month review was changed to a 6-month review.

- 12.3.26 There is no longer an On the Job Training (OJT) component of AmeriCorps. All income from this program is exempt for food stamps.
- 13.5.3.3 The costs of provided meals that can be deducted from self-employed child care providers' income has increased. The increases were effective 07/01/01.
- 15.3.3, 15.3.6, 15.3.6.1 The food unit was incorrectly referred to as the "FS unit" in several places. These mistakes were corrected.
- 16.4.5 #8 The cost of purchase and care of any trained animal to serve disabled FS participants is an allowable medical expense. It need not be only a seeing eye dog.
- 16.7.0 A statement was added to clarify that shelter expenses can only be deducted if they are for the current residence.
- 16.8.0 A statement was added to clarify that utility expenses can only be deducted if they are for the current residence.
- 18.1, 18.2, 18.3, 18.4, 18.6 The income limits, deductions, and allotments have changed. These changes are effective 10/01/01.
- 19.1, 19.1.1 Drug Felon policy was updated based on Operations Memo 01-51. The policy is effective 08/23/01.
- 21.1.4 A reference to a flash message on CARES screen ACPS was corrected.
- 21.2, 21.3, 21.4 FS review policy was updated based on Operations Memo 01-20. The policy is effective 04/23/01.
- 22.2.1.3 A statement was added that clarifies person adds are not initial allotments. Offsets can be made on person adds but not initial allotments.

MAINTENANCE

1. Replace the Unit Overview pages 1-3 with the new pages 1-3.
2. Replace Individual Unit pages 5-6 with the new pages 5-6.
3. Replace FS Group Unit page 3 with the new page 3.
4. Replace Introductory Financial Unit page 1 with the new page 1.
5. Replace Dependent Care Unit pages 1-3 with the new pages 1-3.
6. Replace Shelter and Utilities Computation Unit page 5 with the new page 5.
7. Replace Allotment Unit pages 1-2 with the new pages 1-2.
8. Replace Appendix 1 pages 3-8 with the new pages 3-8.
9. Replace Appendix 2 pages 1-4 with the new pages 1-5.
10. Replace Appendix 8 pages 13-16 with the new pages 13-17.
11. Replace Appendix 11 pages 5-6 and 13-14 with the new pages 5-6 and 13-14.
12. Replace Appendix 12 pages 7-8, 11-12, 21-22, and 27-28 with the new pages 7-8, 11-12, 21-22 and 27-28.
13. Replace Appendix 13 pages 9-11 with the new pages 9-11.
14. Replace Appendix 15 pages 5-8 with the new pages 5-8.
15. Replace Appendix 16 pages 5-6, 11-18 with the new pages 5-6 and 11-18.
16. Replace Appendix 18 pages 1-2 with the new pages 1-2. Replace the yellow allotment tables pages 1-28 with the new pages 1-30.
17. Replace Appendix 19 pages 1-2 with the new pages 1-3.
18. Replace Appendix 21 pages 1-5 with the new pages 1-4.
19. Replace Appendix 22 pages 3-4 with the new pages 3-4.